ANNOUNCEMENT TITLE Monitoring and Evaluation Template

Instructions: The following Monitoring and Evaluation (M&E) template is organized into two sections. *Section one* is applicable to every project and provides information and guidance for a set of standard indicators that are to be reported by every project. *Section two* is your project specific M&E plan.

Project Name:	
Organization:	
Country:	
Describe how you will monitor the project's implementation and address any challenges that are identified during monitoring?	
Who will be responsible for performing monitoring and evaluation work?	
How will the results of project monitoring be used?	
What data collection tools will be used for completing monitoring and evaluation?	

I. Standard Programmatic Indicators

Section One provides information and guidance for reporting standard indicators. Standard indicators are required to be reported for every project. All projects under this initiative will be collecting and reporting data for the indicators in this Section.

1.1: Project Beneficiaries

All projects are required to collect and report information for direct project beneficiaries. Direct is defined as those individuals who are impacted by the intervention.

The data for project beneficiaries is required to be disaggregated by gender and age, at a minimum. The data should be collected and reported throughout the lifecycle of your project (through quarterly reports) and in your final report upon project completion.

Please complete the "target" cell highlighted in blue below.

Standard Indicator: Project Beneficiaries	Baseline	Target	Data Source	Data Disaggregation	Frequency
Number of individuals reached by a USG-funded intervention	0	2,000	Program reports	Gender (Women/Men) Age (Child 5 – 11, Youth 12 – 17, Adult 18 – 30, Adult 31+)	Quarterly

1.2: Standard Indicators

Please complete the baseline, target, data source, data disaggregation, and frequency of data collection below.

Identifier	Standard Indicator	Baseline	Target	Data Source(s)	Data Disaggregation	Frequency of Data Collection

EE 1.7	Change in access to productive economic resources (assets, credit, income or employment)				
EE 1.9	Change in financial well being of participants (individuals or organizations) who participated in the program				
ED 1.1	# participants completed literacy programs				
ED 1.2	# literacy programs provided				

II. Project Specific Monitoring and Evaluation (M&E) Plan

Refer to the Monitoring and Evaluation Template Instructions to complete the below template. Whenever possible please ensure that your Output and Results Indicators, Baselines, and Targets are quantitative figures.

Note: Recommend no more than three objectives (each with at least one results indictor), and at least one activity and corresponding output indicator per objective. If you have fewer than three results indicators or few than three activities per objective, as is allotted in the template below, please feel free to delete rows as necessary. Additionally, an activity can have one output indicator multiple output indicators. The template allows for two output indictors per activity but in many instances an activity will have only one output indicator.

Project Goal:							
Objective 1:							
Results Indicators		**Baseline**	**Target**	**Data Source**	**Gender/Age Disaggregation**[1]	**Other Disaggregation** [2]	**Frequency of Data Collection**
1a							
1b							
1c							

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[1] Data disaggregation by age and gender is mandatory in Part Two for the project specific M&E plan. Please use the following age ranges where applicable (Child 5 – 11; Youth 12 – 17; Adult 18 – 30; Adult 31+).

[2] Other disaggregation can include any details on disaggregation which might be relevant, including location, rural vs. urban, type of policy, type of training, sector, etc.

No.	Activity	Output Indicator	Baseline	Target	Data Source	Gender/Age Disaggregation	Other Disaggregation	Frequency of Data Collection
1.1								
1.2								
1.3								

Objective 2:							
Results Indicators		**Baseline**	**Target**	**Data Source**	**Data Disaggregation**	**Other Disaggregation**	**Frequency of Data Collection**
2a							
2b							
2c							

No.	Activity	Output Indicator	Baseline	Target	Data Source	Gender/Age Disaggregation	Other Disaggregation	Frequency of Data Collection
2.1								
2.2								
2.3								

Objective 3:						
Results Indicators	**Baseline**	**Target**	**Data Source**	**Data Disaggregation**	**Other Disaggregation**	**Frequency of Data Collection**
3a						
3b						
3c						

No.	Activity	Output Indicator	Baseline	Target	Data Source	Gender/Age Disaggregation	Other Disaggregation	Frequency of Data Collection
3.1								
3.2								
3.3								